



SPECIAL EVENT APPLICATION

City of Hampton

Permit Fee: non-refundable \$50 per event; payable to: "City of Hampton"

This application must be submitted 90 days prior to your event, along with permit fee.

No admission fee can be charged to outdoor events held in public parks.

Special Event Applications are only required for events and festivals meeting the following criteria:

- ◆ Event is Outdoors
- ◆ Event is Open to the Public
- ◆ Event is Held on Public Property
- ◆ Or Private events held in public parks that require additional permits or services.

The Permitting Process is administered by the Special Events Permitting Office and assists event planners by compiling all permits and paperwork required by various city departments and agencies into one, easy process.

This application helps event planners by creating a "one-stop shop" to:

- ◆ Compile all permits and paperwork from various agencies into one, easy process
- ◆ Eliminate the need for event planners to visit several offices in different locations
- ◆ Inform various agencies and departments about your event
- ◆ Provide event planners with a point of contact for those city departments and agencies
- ◆ Provide pre and post-event evaluation to assist you in planning your event

As a clearinghouse for events, the Special Events Permitting Office serves as a communication tool and facilitator among the various city departments and agencies affected by festivals and events. Although the Special Events Permitting Office administers the application process, each city department or agency is responsible for ensuring that its requirements have been met.

All expenses for insurance, security, fencing, restrooms, tents, sound systems, and services provided by the Police and Fire Departments shall be paid by the event organizer. In addition, park fees, staff fees, and park deposits shall be paid in advance by the event organizer. In most cases, a minimum of \$1 Million insurance is required. Securing and paying for insurance is the responsibility of the applicant. Clean-up of the property is required after each event. The city reserves the right to cancel or alter your event as deemed necessary to protect the health, welfare and safety of the public.

Any misrepresentation in this application or willful deletion of any information described herein may result in the immediate revocation of the permit. If a question does not apply, please write "N/A" in that space. The application will be returned if the information is incomplete. Please type or print clearly. Attach additional sheets if necessary.

Hampton Special Events Office
22 Lincoln Street
Hampton, VA 23669

757-727-6477
fax: 757-727-8313

website: www.hampton.gov/special-events
email: events@hampton.gov



SPECIAL EVENT APPLICATION

City of Hampton

Date Received: _____

Received By: _____

Name of Event: _____

Date of Event: _____ Time of Event: _____

Rain Date and Time: _____

Specific Location of Event: _____

APPLICANT: Person or Organization producing this event: _____

**Only non-profit organizations can organize public events
in public parks or on public property.**

Tax ID #

Business License #

Contact 1:

Contact 2:

Name

Name

Address

Address

City, State, Zip

City, State, Zip

Work Telephone

Home Telephone

Work Telephone

Home Telephone

Fax Number

Pager Number

Fax Number

Pager Number

E-Mail Address

E-Mail Address

Description of Event: _____

Purpose of Event: _____

History of Event: _____

Please check the boxes below that pertain to your event:

Reminder: Your event must be (1) Outdoors, (2) Open to the public or private event, and (3) Held on public property

No admission fee can be charged for outdoor events in public parks.

1. Open to the public ☐ private, invitation only event ☐
2. Donation Requested ☐ Amount \$ _____ or ☐ Free
3. Anticipated number of spectators: _____ participants: _____
4. Request assistance from: ☐ Police ☐ Fire ☐ Other _____
explain
5. Event Includes: ☐ Water event ☐ Sporting Event ☐ Fireworks Display
6. Alcoholic Beverages will be ☐ present ☐ sold ☐ N/A
7. Food or beverages will be ☐ sold ☐ distributed ☐ served ☐ N/A
8. Total number of food vendors ☐ Only 1 vendor ☐ If more than one vendor, how many _____
9. Merchandise will be ☐ sold ☐ distributed ☐ sold at event by vendors
10. Amplified sound, such as ☐ voice ☐ recorded music ☐ live band ☐ DJ
11. Temporary outdoor structures include ☐ tents, size _____ number of occupants _____
☐ stages ☐ other _____
explain
12. Utility services needed beyond those available at site ☐ electricity ☐ other _____
explain
- _____
- _____
13. Number and location of portable restroom facilities to be provided: _____
- _____
- (one per 500 persons; minimum of one handicap accessible)
14. Amusement rides or devices include: ☐ carnival rides ☐ children's "moonwalks"
☐ Other: _____
15. Temporary Events Signs will be erected ☐ Yes ☐ No
Location: _____
16. Street closures are required for ☐ parade/walk ☐ block party ☐ street festival
17. Animals: _____
list and explain

Based on the above information, additional paperwork may be required.

Permittee (organization/applicant) shall assume all risks incident to or in connection with the permitted activity and shall be solely responsible for damage or injury, of whatever kind or nature, to person or property, directly or indirectly arising out of or in connection with the permitted activity or the conduct of permittee's operation. Permittee hereby expressly agrees to defend and save the City, its officers, agents, employees, and representatives harmless from any penalties for violation of any law ordinance, or regulation affecting its activity and from any and all claims, suits, losses, damages, or injuries directly or indirectly arising out of or in connection with the permitted activity or conduct of its operation or resulting from the negligence or intentional acts or omissions of permittee or its officers, agents, and employees.

Hampton City Coded Ordinance No. 1352 Sec. 26.26.1 Special Event Fees

- (a) Special Event Fees shall cover the cost of the city to provide basic support to special events that includes but is not limited to monitoring and supervising the event, janitorial services, trash collection, utilities, and routine site restoration when the activity is over.
- (b) Event organizers are individuals or groups who sponsor or coordinate special events and activities in public parks and on public rights-of-ways.
- (c) Event organizers who conduct outdoor special events on public property, and whose event is open to the public, shall pay a "Special Event Fee", for events held at Gosnold's Hope Park, Briarfield Park, Buckroe Park, Millpoint Park, Carousel Park, Buckroe Pier, pedestrian malls and streets.
- (d) Events that would not require a "Special Event Fee" are outdoor private activities on public property, and are not open to the public such as cookouts, weddings, invitation events, and city sponsored or co-sponsored events. Private activities not sponsored or co-sponsored by the city will still be required to pay the associated shelter or stage fee as required. The Director of Parks and Recreation is authorized at his discretion to exempt certain events from paying the "Special Event Fees", as per this section.

Fee	Gosnold's	Briarfield	Buckroe Park	Millpoint	Carousel	Buckroe Pier
Permit Fee	\$50	\$50	\$50	\$50	\$50	\$50
Rental Fee	\$500 / day	\$500 / day	\$500 / day	\$250 / day	\$250 / day	\$250 / day
Deposit	\$500	\$500	\$500	\$500	\$500	\$500
Staff Fee	\$160 - \$350	\$160 - \$350	\$160 - \$350	\$160 / day	\$160 / day	\$160 / day

The staff fee is based on up to 500 people per day - \$160 Staff Fee

501 to 1000 people per day - \$350 Staff Fee

Over 1000 people and the fee will be negotiated based on projected usage and activities.

- (e) All special events organizers will be required to complete a "Special Event Application" from the Parks and Recreation Department and pay a \$50 Application Fee. In addition to securing the permit by this section, and as a condition thereto, the applicant shall deposit with the Parks and Recreation Department the sum of five hundred dollars (\$500), which sum shall be allocated if required to defray the costs of police supervision and any excessive repair or cleanup operations occasioned by their use of the property. Any portion of the deposit not so allocated shall be returned to the applicant, not more than thirty days (30) after the date of the event.
- (f) All applicants who obtain a "Special Event Permit" as per this section, will be excluded from obtaining a "Live Band Permit" as per Sec. 26-28. Live band performances.

My signature indicates that I have read and understand the above information. I further understand that I am responsible for adhering to all requirements and paying for any fees or charges for my special event.

Applicant Signature: _____ Date: _____

PUBLIC SAFETY INFORMATION

Based on your answers to questions 3-5, more information is required. Please answer the following questions as thoroughly as possible. Attach extra sheets of paper if necessary.

Name of Event _____

Date of Event _____

Describe in detail your plan to control parking, crowds, and vehicular traffic: _____

Describe in detail police and security arrangements. ***Subject to approval by Chief of Police.***
(A minimum of 2 uniform officers required per 1,000 people).

Describe in detail fire and rescue arrangements. ***Subject to approval by Fire Chief.***

Describe your plan for control of alcoholic beverage sales and consumption below: _____

Describe proposed sporting or water events (race course, event site, support craft or vehicles, number of heats, etc.) _____

Describe loading/unloading of equipment, materials, boats, etc. Include time frame/area used-before and/or after event:

Name, address and telephone number of your fireworks vendor:

Time of Fireworks Show: _____ Location of Firing Site: _____

PARADE/STREET CLOSURES

Based on your affirmative answer to question 16, more information is required. Please answer the following questions thoroughly and attach extra sheets of paper if necessary.

Name of Event _____ Date of Event _____

Purpose: ☐ Parade ☐ Walk ☐ Exhibits ☐ Block Party ☐ Other: _____

Beginning Time: _____ Ending Time: _____

Time Units Will Assemble: _____

Location: _____

Describe equipment or items to be placed on street or thoroughfare: _____

State parade street route, public places to be traveled, starting point, termination point and location of any speakers platform: _____

State the space interval between the parade units: _____

Show location of barricades and street closures on a diagram below:

Closing Streets for Special Events and festivals is discouraged unless the expected amount of pedestrian and vehicular traffic, or the timing and location of the event warrants closure.

SITE REQUIREMENTS

Name of Event_____

Date of Event_____

Specify amount and type of utility services required, such as electrical power or water. Describe details concerning service required beyond that which is available at the event site that you will be providing. If you are installing additional electrical wiring, specify locations, voltage, amperage and phase: _____

Description of signs or banners and where/ how they will be displayed: _____

Describe proposed equipment, amusement devices, vehicles, staging, bleachers, shelters, and other requirements: _____

Describe provisions for clean-up and restoring event area to its former condition. Identify how garbage will be contained and specify plans to remove refuse and garbage: _____

Once your completed application is received, along with applicable fees, we will forward it to our special events review panel. Upon approval, the Special Events Permitting Office will contact you and advise you of any additional requirements i.e. extra police officers, health permits, amusement ride taxes, staff fees, deposits, etc.

Thank you for choosing the City of Hampton for your event.

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